Appendices
APPENDIX - 1

USE OF PERIODICAL LITERATURE IN MEDICAL COLLEGE LIBRARIES, AFFILIATED TO DR. B.A.M. UNIVERSITY, AURANGABAD.

QUESTIONNAIRE

NOTE : Please fill in the blanks or columns in answers to the question concerned. For questions with Yes/ No or multiple choice questions put a tick ( √ ) against application answer.

SECTION A : GENERAL INFORMATION

1. Name of the College :

2. a) Librarian’s Name :
   b) Qualifications :
   c) Number of years of service in this institution :

3.a) Indicate the library timings in the following table :

<table>
<thead>
<tr>
<th>Days</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays to Fridays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturdays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundays and holidays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) (i) Are all journals (periodicals) generally accessible to reader at all times when the library is open ? Yes _____ No. _____
(ii) If no, indicate during which hours are the different types of journals accessible :

<table>
<thead>
<tr>
<th>Days</th>
<th>Type of Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
</tr>
<tr>
<td></td>
<td>Other than the current</td>
</tr>
<tr>
<td></td>
<td>Bound volumes</td>
</tr>
</tbody>
</table>

Mondays to Fridays
Saturdays
4. Indicate the number of readers in each of the following categories

<table>
<thead>
<tr>
<th>Category of readers</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Undergraduate students</td>
<td>________</td>
</tr>
<tr>
<td>ii) Postgraduate students</td>
<td>________</td>
</tr>
<tr>
<td>iii) Interns (other than the undergraduate and postgraduate students)</td>
<td>________</td>
</tr>
<tr>
<td>iv) Teaching staff</td>
<td>________</td>
</tr>
<tr>
<td>v) Honorary staff</td>
<td>________</td>
</tr>
<tr>
<td>vi) Research workers</td>
<td>________</td>
</tr>
<tr>
<td>vii) Paramedical staff (such as dietecians, technicians etc.)</td>
<td>________</td>
</tr>
<tr>
<td>viii) Any other (specify)</td>
<td>________</td>
</tr>
<tr>
<td>ix) Total readers</td>
<td>________</td>
</tr>
</tbody>
</table>

5. Indicate the size of your library holdings for:

<table>
<thead>
<tr>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Books</td>
</tr>
<tr>
<td>ii) a) Bound volumes of journals</td>
</tr>
<tr>
<td>b) Back issues of journals in microform</td>
</tr>
<tr>
<td>iii) Theses &amp; Dissertations</td>
</tr>
</tbody>
</table>

6. Do you maintain a separate collection of off-prints and reprints? Yes ________ No. ________

7. a) Indicate the details of your journals acquisition budget for the last three years.

<table>
<thead>
<tr>
<th>Acquisition Budget</th>
<th>Amount sanctioned</th>
<th>Amount utilized</th>
</tr>
</thead>
</table>

Current Journals

Back Volumes of journals
7. b. What is your total acquisition budget? (books, Journals, other materials etc.)

2010-11: Rs. _______ 2011-12: Rs. _______
2012-13: Rs. _______

8. a. Indicate the number of staff members in your library in each of the following categories:

<table>
<thead>
<tr>
<th>Category of staff</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Professional staff</td>
<td>______</td>
</tr>
<tr>
<td>ii) Semi-professional staff</td>
<td>______</td>
</tr>
<tr>
<td>iii) Non-professional staff</td>
<td>______</td>
</tr>
</tbody>
</table>

b. Indicate in the following table how many of the above staff members are involved in work connected with journals. In case a staff member working part of the day with Journals, also indicate the number of hours put in, in the department.

<table>
<thead>
<tr>
<th>Category of staff</th>
<th>Working full day</th>
<th>Working part of the day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of staff</td>
<td>No. of Staff per day per staff member</td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. Indicate whether you find your staff adequate (in terms of number and type) to meet the volume of routine work and other demand made?

<table>
<thead>
<tr>
<th>Re. Number</th>
<th>Re. type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very adequate</td>
<td>_______</td>
</tr>
<tr>
<td>fairly adequate</td>
<td>_______</td>
</tr>
<tr>
<td>slightly inadequate</td>
<td>_______</td>
</tr>
<tr>
<td>Very inadequate</td>
<td>_______</td>
</tr>
</tbody>
</table>
SECTION B : JOURNAL’S AND THEIR ACQUISITION

1. Indicate in the given table number of Journals received by your library during last three years.

<table>
<thead>
<tr>
<th>Mode of acquisition</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010-11</td>
</tr>
<tr>
<td></td>
<td>2011-12</td>
</tr>
<tr>
<td></td>
<td>2012-13</td>
</tr>
<tr>
<td>by subscription</td>
<td></td>
</tr>
<tr>
<td>by exchange</td>
<td></td>
</tr>
<tr>
<td>by gratis</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

2. If you are buying more than one copy of a title give their names and state reason(s) for it.

3. If you are receiving any Journals by air-mail give their names.

4. Indicate below how do you subscribe to journals:
   i) All directly from publishers _______________________
   ii) All through local/foreign agent(s) ________________
   iii) Some from publishers and others through agent(s) ______

5. Following are the difficulties usually faced in acquiring journals. Indicate them as faced by you at present.
   i) Non-receipt of journals even after the payment is made very frequently ___________ frequently ___________ sometimes ___________ rarely ________ never ________
   ii) Non-receipt of issues very frequently ________ frequently ________ sometimes ________ rarely ________ Never ________
   iii) Non-replacement of missing issues by publishers very frequently ________ frequently ________
sometimes ________ rarely ________ never ________

iv) Receiving a duplicate issue instead of a missing one.

very frequently ________  frequently ________
sometimes ________ rarely ________ never ________

v) Long delays in receipt of first issue of a journal after renewing the subscription, resulting in a break in the continuity of the Journal’s holdings.

very frequently ________  frequently ________
sometimes ________ rarely ________ never ________

6. a. Have you at any time tried to get on exchange or as gratis the missing issues of Journals from other libraries?
   Yes ________  No ________

b. Do you offer duplicate issues of journals received by you to other libraries for exchange or give them as gratis?
   Yes ________  No ________

c. Are you a member of the Institute for International exchange of Duplicate Medical Literature?
   Yes ________  No ________
   If yes, state what use you have made of its services.

7. Are there any departmental libraries in your college?
   Yes ________  No ________
   If yes,
   a. Do they subscribe to their journals?
      i) through the central library? ________ ii) directly? ______
   b. If they subscribe directly, do you have a list of journals subscribed by them? Yes ________  No ________
   c. Do you know of any instances of a title being subscribed by
      i) both central library and a departmental library?
         Yes ________  No ________
         If yes, name such titles:
      ii) more than one departmental libraries?
         Yes ________  No ________
If yes, name such titles.

8. Are the journals subscribed by departmental libraries stored?
   i) in the department?
   ii) in the central library?
   iii) at any other place?

9. Regarding acquisition of journals, is there any co-operation with other medical college libraries?
   Yes ________ No ________
   If yes, give details of the co-operative programme

10. Below is a checklist of Indexes, abstracts and union catalogues in medicine. Tick the items available in your library.
   i) Index medicine
   ii) Index to Indian Medical Literature
   iii) Current Contents, Life Sciences
   iv) Current Contents, Clinical Medicine
   v) British Medicine
   vi) Exerpta Medica (Indicate the parts received)
   vii) Indian Science Abstracts,
   viii) Union Catalogue of Scientific Serials
   ix) Any other received by you (Specify)
SECTION C : DISPLAY AND USE OF JOURNALS

1. Where do you display your current Journals?
   i) In the reading room
   ii) In a separate periodicals room
   iii) Any other place (specify)

2. How often do you change your display? Specify if there is a fixed day for it.

3. Do you route current Journals to various departments?
   Yes ________  No _____
   If yes, specify to how many people and how.

4. Indicate in the following table the types of journals issued to each category of readers. Use A for current issues, B for loose back issues and C for bound volumes, For example, if you are not issuing current Journals to undergraduate students, put A in the column ‘not issued’ against undergraduate students. Similarly, if you are issuing current Journals for home reading, put A in the column ‘Home reading’ against the category of readers to whom they are issued and so on.

<table>
<thead>
<tr>
<th>Category of Readers</th>
<th>Not issued reading in the library only</th>
<th>Issued for reading in the institution’s premises only</th>
<th>Home reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postgraduate students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interns</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honorary staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paramedical staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>any other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. On an average how many journals are issued in a day? ________

6. On an average how many readers refer to Journals in the library in a day? ________

7. Are there any periods of the year when demand for Journals is heavy? Yes ________ No ________
   If yes, specify the period:

8. According to your observation which category of readers and from which departments use the Journals most?

<table>
<thead>
<tr>
<th>Category of readers</th>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Provide in the following table statistics for Journals referred and issued in the last year 2012-13:

<table>
<thead>
<tr>
<th>Journals</th>
<th>Referred in the library (No.)</th>
<th>Issued out (No.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose back issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bound volumes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Indicate in the following table how often different category of readers refer to Journals and guide to journal literature such as indexes, abstracts etc. on their own without help and guidance.
### Category of Readers

<table>
<thead>
<tr>
<th>Journals</th>
<th>Guide to journal literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Often</td>
<td>Often</td>
</tr>
<tr>
<td>Some</td>
<td>some</td>
</tr>
<tr>
<td>Rarely</td>
<td>Rarely</td>
</tr>
<tr>
<td>times</td>
<td>times</td>
</tr>
</tbody>
</table>

#### Undergraduate students

#### Postgraduate students

#### Staff members

#### Research workers

#### Paramedical staff

11. Indicate the type of access to:
   
i) Current journals open ______ closed ______
   partial ______

   ii) bound volumes of Journals open ______ closed ______
   partial ______

12. Following are the types of demands made by readers regarding journals. Taking any one day’s sample, indicate the number of each types of demands in your library.

   Date of sample __________________

   i) Want a specific issue of a particular journal.
      No. of demands __________

   ii) Want many issues of a specific journal,
      No. of demands __________

   iii) Want articles on a topic in any journal.
      No. of demands __________

13. According to your observation list the ten most used journals in your library.
SECTION D : SERVICES

1. Do you provide any of the following services? If so indicate how many of such services were carried out last year (2012-13):

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes</th>
<th>No.</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Literature search</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Compilation of bibliographies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Current awareness bulletin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Indexing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Abstracting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Selective dissemination of information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Translation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Any other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. a. Does your college have a photocopying machine?
   Yes _____ No. ________

   b. Do you undertake to supply photocopies of articles?
   Yes _____ No. ________

   i) If yes, what are your charges?
   ii) If no, do you procure photocopies for for your readers from other libraries? yes _____ No. ________

3. Do you have a microform reader? yes ____No. ______

   i) If yes, which one? (i.e. microfilm reader, microfitch reader etc.)

   ii) Indicate how frequently readers make use of it.
   Sometimes ____________ Rarely_____ Never ______

   iii) Does your college have a Internet facility?
   Yes ______ No. ______

4. a. Do you undertake to borrow journals from other?
   Yes No. 

   Local libraries ______ ______

220
Out station libraries   ______  ______
Foreign libraries   ______  ______
If you borrow journals from other libraries.
i) Name the libraries you borrow from most frequently.
Local libraries     out station libraries     Foreign libraries
________________  ______________  ____________
________________  ______________  ____________
________________  ______________  ____________

ii) Name the journals you borrow regularly ?
________________  ______________  ____________

iii) Approximately how many journals do you borrow in a year?
________________  ______________  ____________

b. Do you face any difficulties in obtaining the journals from other libraries ?
   Yes _________  No _________
   If yes, state the types of difficulties : __________________________________________

   c. What is the average time taken by you to obtain the requested journals ?
      i) Within Aurangabad     _________ days
      ii) Within India     _________ days
      iii) From Abroad     _________ days

5. a. Do you undertake to give journals on Inter-Library-Loan ?
   Yes _________  No _________
   If no, what are your difficulties ? __________________________________________

b. How many journals were issued on inter-library-loan last year (2012-13) ?
   __________________________________________

6. a. Do you allow students/staff of other colleges to use your library ?
   Yes _________  No _________
b. Do you recommend your students/staff to use other libraries? Yes _________ No _________

7. a. Have you at any time used MEDLARS/MEDLINE services? Yes _________ No _________

If yes, have you used it
i) directly from National Library of Medicine, Washington?

ii) through WHO, Geneva? ii) through any other source?

b. State the number of requests made last year _________

8. Do you offer any formal guidance to your readers by way of orientation on lectures?
   i) Yes, regularly _________
   ii) Yes, sometimes _________
   iii) No _________

Remarks

Please feel free to express your views on the acquisition, display, use of journals and related services in your library (use reverse page).
APPENDIX - II

USE OF PERIODICAL LITERATURE IN MEDICAL COLLEGE LIBRARIES, AFFILIATED TO DR. B.A.M. UNIVERSITY, AURANGABAD.

NOTE: By answering this questionnaire you will be taking part in the survey conducted by me as part fulfilment of my Ph.D. in Library and Information Science. Most of the questions below can be answered by ticking the spaces (√) provided so as to save your valuable time. Your co-operation in this will be greatly appreciated.

1. To which of the following categories do you belong?
   Graduate student _______ Post Graduate student _______
   Intern _______ Teaching staff _______
   Paramedical staff _______ Visitor _______
   (Specify) _______ Any other (specify) _______

2. Mention your designation: __________________
   and department: __________________

3. How often do you use this library to refer/borrow journals?
   Once a day or more _____ Several time a week _____
   About once a week _____ Once in 2/3 weeks _____
   About once a month _____ less frequently _____

4. a) Besides this library which are the other sources you use for obtaining journals?
   i) Other libraries: __________________
   ii) Personally subscribed journals: __________________
   iii) Borrow from colleagues or teachers: __________________
   iv) Any other source (please specify): __________________

b) If you are using other libraries, name them.
   1. _______________ 2. _______________
   3. _______________ 4. _______________
c) Write the names of Journals personally subscribed by you.
1. ______________   2. ______________
3. ______________   4. ______________

5. Which scientific and medical Journals do you read regularly? Name them.
   ______________   ______________
   ______________   ______________
   ______________   ______________

6. Have you availed of the following services in your library?
   Yes      No      Not aware of
   i) Inter-library-loan  
      (to borrow books/
      Journals from other
      library)  _______  ______  ______
   ii) Photocopying  _______  ______  ______
   iii) Reading lists or
         bibliographies prepared
         specially for you. _______  ______  ______
   iv) Translation  _______  ______  ______
   v) MEDLARS/MEDLINE _______  ______  ______
   vi) Internet  _______  ______  ______

7. Have you ever been formally oriented to the use of this library?  
   Yes ________  No ________

8. a) How often do you use bibliographic tools like indexing 
      and abstracting Journals?
      Regularly ________  Frequently ________
      some times ________  Rarely ______  Never_______
b) Name the indexing and abstracting journals used by you (e.g. Index Medicus, Current contents, etc.)

_________________  _______________
_________________  _______________
_________________  _______________

C) Do you find it easy to consult them on your own?
Yes__________________________No_____________________

9. Have you consulted the librarian about how to use
Indexing, abstracting journals and other bibliographic tools:
Very often ______ some times _______ Never ________

10. Do you maintain your own index of useful articles in journals?
Yes__________________________No_____________________

NOWSPECIFIC QUESTIONS ABOUT YOUR USE OF THIS
LIBRARY TODAY

11. a) Have you come to the library to-day to consult or borrow
(i) Journals ____________ (ii) Books ________________
(iii) both books / Journals __________

b) In case of (i) or (iii) which journals did you consult or borrow.

Name of the journals  Year (s)
________________  ________________
________________  ________________
________________  ________________
________________  ________________

12.a) for what purpose did you consult or borrow the above journals.

{Please tick (√) }.

i) To browse
ii) To keep up-to-date
iii) To read specific articles from a particular journal.
iv) To find articles on a specific topic.
v) Other reasons (specify).

b) If you consulted or borrowed the Journals for a specific article, how did you get the reference of the particular Journals {please tick (√)}.

i) From an abstracting/indexing journal
ii) from a reference In another book/journal article
iii) From friend/colleague/Professor
iv) Any other source (please specify)

13. a) Were you successful in locating the journals today?
   Yes _______ No ________
   
   b) If no, state the reason (s) for non-availability of journals.

14. How did you search for the journal to-day
   i) On your own ____________
   ii) asked the librarian ____________
   iii) both you and librarian searched for it__________

15. If you have consulted journals in the library today how much time did you spend?
   a) in locating the journals ____________ minutes.
   b) in reading/referring them ____________ minutes.